

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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17 SEP 13 PM 4:21

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Aspen Institute (Education & Society Program)

Travel date(s): August 8-10

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$63.45 for mileage	\$234.00 for two nights	\$172.50	\$191.26 conference room fees (includes meeting facilities, set up/take down, cleaning, meeting materials)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended educational activities, including educational briefings, roundtable discussions and forums discussing

various aspects of federal and state policymaking surrounding state plans for the Every Student Succeeds Act

9/8/17  
(Date)

Aga Jordan Hynes  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/13/17  
(Date)

Lamar Alexander  
(Signature of Supervising Senator/Officer)





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June 26, 2017

Dear Senate Colleague,

We are writing to invite you to participate in an upcoming retreat – ***“Planning and Implementation of ESSA: Next Steps for States and Districts”*** – for the Aspen Senior Congressional Education Staff Network from **12:00 PM Tuesday, August 8, 2017 to 1:00 PM Thursday, August 10, 2017** at Wye River Conference Center, located 59 miles from Washington, DC.

At this convening, staffers will hear from state and district leaders on early implementation lessons of the Every Student Succeeds Act. Staffers will understand how states are creating and implementing their ESSA plans, including their theories of action around the design of their accountability systems, their approaches to school improvement, and the development of the indicator on English learners. The convening will also focus on potential roles for Congress and the U.S. Department of Education in monitoring and guidance around ESSA implementation. Finally, the retreat will provide an opportunity for staffers to engage in their own learning and build working relationships with colleagues from different parties and chambers and with leading experts in the field.

We fully comply with the rules that have been enacted by the Senate regarding privately-funded travel. Enclosed you will find all the forms necessary for Ethics rules compliance:

- A detailed agenda listing discussion sessions
- A completed Private Sponsor Travel Certification form with appendix
- A list of invited staffers
- A blank Employee Pre-Travel Authorization form

**You must complete the Employee Pre-Travel Authorization Form and submit it with the enclosed agenda, list of invited staffers, and Private Sponsor Travel Certification form directly to the Senate Ethics Committee (220 Hart) no later than Monday, July 10, 2017.** After receiving the completed travel package, the Ethics Committee will review and issue an approval to you or your sponsoring Member. After the trip, you will need to complete a post-travel form that we will email to you after the retreat.

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations – no government, individual, foreign, corporate, or special interest money is accepted. The Network is supported by The Bill & Melinda Gates Foundation. The Aspen Education & Society Program maintains autonomy over invitations, materials, and the agenda for the retreat.

The retreat will begin at **12:00 PM on Tuesday, August 8, 2017**, at Wye River Conference Center and will conclude at **1:00 PM on Thursday, August 10, 2017**. Please plan your travel accordingly in order to be present for the duration of the retreat. Dress is casual for all meetings.

The retreat promises to be productive and informative. We look forward to seeing you there.

Warm regards,

Ross Wiener

Daniella Gonzales

Marisa Goldstein

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
The Aspen Institute (Education & Society Program - E&S Program)
2. Description of the trip: Aspen Institute-sponsored convening for senior Congressional education staffers on planning and implementation of ESSA and next steps for states and districts.
3. Dates of travel: August 8-10, 2017
4. Place of travel: Queenstown, MD
5. Name and title of Senate invitees: Please see attached roster
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute Education & Society Program facilitates the Aspen Senior Congressional Education Staff Network and organizes convenings to support staffers' professional learning. The Aspen Education & Society Program staff are completely and solely responsible for the retreat's planning and organization.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas. The E&S Program seeks to provide a neutral forum to aid education policymakers (see continued response)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which often include Members of Congress and staff. The E&S Program has been conducting convenings for Congressional education staff for eleven years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute holds numerous educational activities, including educational briefings, roundtables, forums, and conferences. The E&S Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for traditionally underserved students.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	63.45	\$234.00	\$172.50	\$191.26 (mtg room and incidentals)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B. The trip is to organized specifically with regard to Congressional staff participation in order to support their learning on how states are implementing ESSA (Every Student Succeeds Act).

18. Reason for selecting the location of the event or trip

The location is close to Washington, DC for easy staffer travel and allows faculty members (external experts brought in to support the retreat) to fly into DCA, Dulles or BWI and travel easily to the facility.

19. Name and location of hotel or other lodging facility:

Wye River Conference Center, 600 Aspen Drive, Queenstown, MD 21658

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference Center property.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Rooms are \$117/day, which reflects the per diem limit.

Meals are \$69.00/day, which reflects the per diem limit.

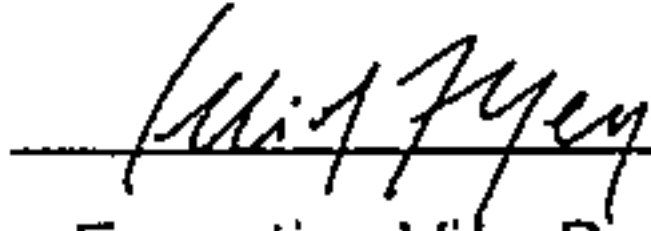
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation is not provided; mileage will be reimbursed for participants' travel by personal car

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Programs

Name of Organization: The Aspen Institute

Address: 1 Dupont Circle NW, Suite 700, Washington, DC. 20036

Telephone Number: 202-736-5859

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninst.org



Aspen Institute Senior Congressional Education Staff Network Retreat, August 8-10, 2017

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (Response continued) – The E&S Program seeks to provide a neutral forum to aid education policymakers in their efforts to improve K-12 public education. The purpose of the trip is to conduct a non-partisan educational retreat that encourages off-the-record, candid exchanges of ideas to support staffers' learning.

[illegible]





## Planning and Implementation of ESSA: Next Steps for States and Districts

**August 8-10, 2017**

### Retreat Goals:

Engage in active learning and build working relationships with education leaders from the field, as well as with colleagues from different parties and chambers.

- Explore potential roles for Congress and the U.S. Department of Education in monitoring and guidance around ESSA implementation.

**Tuesday, August 8, 2017**

12:00 PM	Arrival and Check-In
12:30 – 1:00 PM	Lunch
1:15 – 1:45 PM	<p>Welcome, Overview, and Retreat Objectives</p> <p>To guide the retreat's discussion, Congressional staffers and faculty members will begin by sharing their top two learning objectives for the convening.</p>
1:45 – 3:15 PM	<p><b><u>Session I: Setting the Context</u></b></p> <p>Guiding Questions:</p> <p><i>How is ESSA state plan development and implementation integrated with other state-level policy priorities? Where are state efforts siloed?</i></p> <p><i>Where did states feel additional flexibility in ESSA? Where have they felt restricted or a greater sense of compliance? What opportunities or flexibilities did states choose not to pursue, and why?</i></p> <p><i>How did feedback from stakeholders inform states' approaches? How did the new requirement to engage governors work in practice?</i></p> <p><i>What lessons have states learned from the peer review process? What have states planning to submit plans in September learned from April submissions?</i></p>

**3:15 – 3:45 PM**      **Break and individual reflection**

### Guiding Questions:

**5:00 – 5:20 PM**      **Taking stock: Staff reflections and feedback to guide remaining discussions**

Staffers will have the opportunity to network with participants during the reception.

**Wednesday, August 9, 2017**

**8:30 – 10:15 AM      Session III: Assessing English Learners' Progress**

**Guiding Questions:**

**10:15 – 10:35 AM      Break**

**10:35 AM – 12:00 PM Session IV: Next Steps for School Improvement**

**Guiding Questions:**

2

**12:00 – 1:00 PM**

**1:00 – 2:45 PM**

**2:45 – 3:00 PM**

**3:00 – 4:45 PM**

6:15 PM

**7:00 – 8:30 PM**

**7:30 – 8:30 AM**

**8:30 – 8:45 AM**

**8:45 – 10:30 AM**

## 3



*What would effective monitoring of ESSA implementation look like? In the past, what has been most helpful for states and districts? Least helpful?*

*What does this suggest for the specific roles Congress and the U.S. Department of Education should play? How can the Department of Education support states and districts outside of formal oversight and monitoring (i.e., resources, tools, networks)?*

*What should ED and Congress not do? What about past oversight and monitoring needs to change to ensure successful implementation of ESSA?*

*How can ED ensure compliance with the law, but move states beyond a compliance mindset?*

**10:30 – 10:45 AM      Break**

**10:45 – 11:00 AM      Complete Retreat Evaluation**

**11:00 – 11:30 AM      Final Observations from Expert Faculty**

**11:30 – 12:00 PM      Taking Stock: Staff Reflections and Feedback to Guide Next Steps for the Network**

**12:00 – 1:00 PM      Lunch and Adjourn**

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